



Calmentor North Region Steering Committee Meeting

July Monthly Meeting Minutes

7/20/2016

9:00 AM to 10:00 AM

Phone Bridge: 866-702-1225 - when prompted enter code 9361783.

Meeting called by: Steering Committee **Type of meeting:** Monthly

Note taker: Royce Fonseca and Jenna Matsumoto

Attendees: Becky Rozumowicz, ~~Blake Hinman~~, Dustin Brown, ~~Mike Schaaf~~, Jenna Matsumoto, Matthew Philip, Millard Totman, Ravi Narayanan, ~~Rebecca Alexander~~, Malasha Harriger, Royce Fonseca, ~~Sandy Wong~~, Susan Fenrich, Kami Sran, Damon Dorn, ~~Patricia Preston~~

Please read: Meeting Minutes

----- Meeting Minutes -----

Steering Committee:

Intro and Welcome Becky

Discussion: Becky welcomed everyone to the meeting and thanked those that were present for attending.

Conclusions:

Action items:

Person responsible:

Deadline:

Discuss Past Co-chair Position

Millard

Discussion: Becky asked Millard if there was any progress on this, Millard stated there was no movement at this time.

Conclusions:

Action items:

Review language and the responsibility of the past co-chair

Person responsible:

Millard

Deadline:

Organization Chart

Becky

Discussion: Becky stated she had received most of the dates from everyone, she asked Ravi to get the date to her as soon as possible, Ravi responded that he would.

Conclusions:

Action items:

Provide begin date to the committee

Person responsible:

Ravi

Deadline:

Pairing/MOU Subcommittee:

New Member Packet Review

Becky

Discussion: Becky had provided the applications for the meeting to be voted on, since there was not enough attendance by the committee members, the voting could not take place. Becky stated she would email the packets and the voting tool. The applications received are Placer Inspection (Protégé) Hanna & Drake (Pairing) Dokken (Mentor).

Conclusions:

Action items:

Send out the applications to be voted on by the committee members by email through Smartsheets.

Person responsible:

Becky

Deadline:

Member List Review/ New Packets

Sandy/Royce

Discussion: Becky said she had spoke with Sandy and got the list updated. She is also putting the new member packet together and will get that out for review by the committee. She asked Millard if it was ok for the Caltrans staff to be the contact listed on the cover letter, he said yes.

Conclusions:

Action items:

Send out the new member packet for review

Person responsible:

Becky

Deadline:

ACEC – Updates

Ravi

Discussion: Ravi stated there are no updates, there hasn't been a whole lot of interaction. Becky said the date is set for the joint event, in March 2017. She had inquired with them about a speaker but she hasn't heard anything back yet. Ravi suggested that ACEC take the lead on this event since we did the last event, Becky agreed and will notify them.

Conclusions:

Action items:

Notify ACEC that they will be the lead on the 2017 joint event

Person responsible:

Becky

Deadline:

Newsletter

Blake/Susan

Discussion: Susan had emailed Blake about a month ago and the two haven't had the chance to get together. Becky asked Susan to coordinate with Blake to get a new proposed date for the newsletter release.

Conclusions:

Action items:

Get a new proposed date for the newsletter release

Person responsible:

Susan

Deadline:

Special Events Subcommittee:

DPAC – Monday, September 12

Royce

Discussion: Locations for the DPAC event are not set, there are a few options we are looking at. Royce will coordinate with Phil to select one. Royce asked who from the committee was going to be the lead on this event, Dustin stated he could not at this time, Susan said she would help out. Becky also volunteered Phil from her company to assist.

Conclusions:

Action items:

Select the location and coordinate for the event

Person responsible:

Royce, Susan, Phil

Deadline:

<u>Sponsor's Dinner</u>		Becky	
Discussion: Not enough members present to vote			
Conclusions:			
Action items:	Person responsible:	Deadline:	

<u>Financial Statement:</u>		Becky	
Discussion: There is currently \$4,700.00 in the account per Becky.			
Conclusions:			
Action items:	Person responsible:	Deadline:	

<u>Caltrans Update:</u>		Millard/Royce/Jenna	
Discussion: Millard provided information on the current contracts that are being worked on – two (2) construction – D1&2			
One (1) survey – D1, 2 & 3, and a hazardous waste contract in the future (renewal). Currently nothing is advertised the			
Scope of Work is being developed by the Caltrans staff.			
Conclusions:			
Action items:	Person responsible:	Deadline:	

<u>Next Meeting – August 17th</u>			
Discussion:			
Conclusions:			
Action items:	Person responsible:	Deadline:	

Other Information

